

Your guide to managing risk at events

What does managing risk mean?

The main purpose of managing risk is to reduce the likelihood of any staff, volunteers or participants involved in a Christian Aid event being involved in an accident. It's a responsibility we take very seriously but we also want to make the process for complying with the Health and Safety requirements as straightforward and effective as possible.

We hope this guide and the three templates make your event safer and life easier for you!

What you need to know

Our approach to Health and Safety at Christian Aid events is guided by the law and recommendations of the Health & Safety Executive, part of the UK government. If you are in Ireland, check with your regional Christian Aid office for any variations. We also draw on our experience of supporter and community events across the country. We're creating template risk assessments for some of our most common events – see the Help and Advice section at the end of this document. A Christian Aid event is defined as a specific activity at a specific time and location organised by a Christian Aid staff member, volunteer or supporter for the purpose of raising funds or awareness of Christian Aid's campaigns.

The two key components of event risk management are detailed below. The first is about the steps you need to take in order to manage the risks at your event. The second is about dealing with an unexpected emergency situation. We have included a third to help you make sure you share the right Health and Safety information at each event.

1. Risk assessment steps	2. Emergency procedures	3. Health and Safety briefing
<ul style="list-style-type: none">• Visit the event site prior to the event.• Consider the key risks at the event and the control measures you need.• Draft your Health and Safety brief.	<ul style="list-style-type: none">• Develop emergency procedures to be followed by staff and volunteers, eg if there's a fire or structural failure.• Include contingencies to deal with unexpected incidents and situations. These can be as varied as an entertainment act cancelling at short notice, severe weather, or the unavailability of key people in your team.• Consider your response to more serious emergencies, including major incidents that will require the help of the emergency services.	<ul style="list-style-type: none">• Make sure that the most important Health and Safety information is communicated clearly and effectively. Don't bamboozle people with too much information!• Make sure people can hear you and are able to ask questions.• Consider using non-verbal ways to communicate your messages, eg signs and posters.



We believe in life before death

Part 1: Risk Assessment

Do I need to do a risk assessment? If the answer is **yes** to any of the questions below, you need to complete and implement an events risk assessment.

Does the event need to be covered by Christian Aid's Public Liability Insurance?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does the host of the event require one eg landowner, church warden or site manager?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the event open to the general public? (In addition to people that would normally use the premises or facilities)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does the event involve under 18s or adults at risk (see definition on page 5)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does the event involve physically strenuous activities?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are there any known Health and Safety risks that need managing eg proximity to roads, using a generator, or rough terrain?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

How to complete the risk assessment template

The point of a risk assessment is to identify the risks involved in an event and take steps to minimise the risk of an incident. There are four basic steps to completing a risk assessment.

Step 1: Identify the problem that might cause a Health and Safety incident. This is known as a **hazard**. When you visit your event site and plan the programme for your event, which activities and site characteristics could be hazards, creating a problem for those taking part?

Step 2: Identify the possible type of incident that could arise. This is known as a **risk**. What are the participants in your event at risk of?

Step 3: Make a judgement about the significance of each type of incident. This is known as a **risk score**. This score is based on the severity of the incident multiplied by the likelihood of anything happening. See below for more information on how this works.

Step 4: Identify the measures you and others can reasonably undertake to manage the hazard. These are known as **control measures**. These measures will form the basis of your Health and Safety brief (see more in section three). Some will be undertaken prior to the event and some will be good advice which you and everyone at the event should follow during it.

Our risk assessment template also includes a final column, a second risk score. There, you are asked to judge the severity of a possible incident and the likelihood of it happening once the control measures are in place. The score in this column should be lower than your first risk score, as your control measures will hopefully have reduced the likelihood of the incident and/or reduced the severity of any harm caused. This is a useful check to help you make sure that your control measures are effective.

Risk Score

Calculating a risk score is not a perfect science. It is a tool to help you highlight and focus on the most significant Health and Safety problems at your event and to test your control measures. It is very possible that two people scoring the same hazard will come up with a slightly different score. This is OK! There are no right or wrong answers. The risk score calculation relies on your judgement and common sense combined with your knowledge of the event and those likely to take part.

Our scoring system is based on a scale of 1-5 for both likelihood and severity. These are multiplied together to give a risk score.

- **Example 1:** Cuts and scratches on a sponsored country bike ride
Severity – low (1) x Likelihood – likely (4) = a risk score of 4
- **Example 2:** Electric shock from a tea or coffee morning
Severity – very high (5) x Likelihood – unlikely (2) = a risk score of 10

Unacceptable risk: If a risk score of **12 or more** cannot be reduced through your control measures then your risk assessment may not be authorised and you may need to consider changing some elements of your event or activities.

Severity		X	Likelihood of harm occurring		= Risk score
1 = Low	(Very minor injury)		1 = Almost impossible		
2 = Slight	(First aid/health centre)		2 = Unlikely		
3 = Moderate	(Hospital trip, unfit for one or more days)		3 = Possible		
4 = High	(Serious injury, long term absence from work)		4 = Likely		
5 = Very high	(Causing death)		5 = Almost certain		

Christian Aid Events Risk Assessment Form

About this Risk Assessment			About your event	
Date of site visit: Including year! Date Risk Assessment was completed: Including year! Who it was completed by: Your name + contact number (Christian Aid staff, supporter or volunteer) Who approved it: Name + contact number (Christian Aid staff member)			Name of event: For reference purposes Date of event: Including year! Location: Address including postcode Type of activity: Describe nature of event Event organiser: Name and contact (this could be a Christian Aid staff member, supporter or volunteer)	
Hazard	Risk	Risk score prior to control	Control measures to be implemented on site	Risk score after control
Example 1: narrow country paths on a sponsored bike ride	Cuts and scratches	4	<ul style="list-style-type: none"> • Advise participants to wear long trousers to protect legs from cuts and scratches. • If possible contact landowner to see if hedges along paths could be cut for the event 	2
Example 2: Electrical items: Urn for hot drinks	Burns, scalds and electric shock	10	<ul style="list-style-type: none"> • Ensure equipment has been PAT tested (look for green & white sticker) • Check wires and sockets for any exposed wires • Avoid any trailing cables 	4
			•	
			•	
			•	
			•	
			•	
			•	

Once you have completed this form, please send it directly to your regional office for a Christian Aid staff member to authorise (find yours by visiting caid.org.uk/regions or email events@christian-aid.org)

Please note, you will not be able to use Christian Aid's Public Liability Insurance without submitting this document.

We will not be able to authorise an event with an unacceptable risk score (12 or more).

Part 2: Emergency Procedures

As an event organiser, you **must** have plans in place to respond effectively to Health and Safety incidents and other emergencies that might occur at your event. The template on the following page will guide you through the key areas to think about. Please complete this as part of your event preparations.

If your event location is managed or owned by someone other than Christian Aid, finding a Health and Safety contact who knows the pre-existing policies and procedures could be really useful in answering the questions below. The paragraphs below are designed to help you assess any other Health and Safety support you might need on the day.

Do I need to provide a qualified first aider?

Not by law, but the Health and Safety Executive strongly recommends that we consider providing first aid at events we run involving the public. The Christian Aid policy is to provide a qualified first aider at events likely to **involve over 50 people and that require a risk assessment**. The first aider can be a member of staff or a local volunteer, but they must hold a valid first aid certificate by a regulated provider such as the Red Cross or St John Ambulance. Most of Christian Aid's regional offices have at least one staff member with basic First Aid training.

Do I need to provide a fire warden?

Your duties as an event organiser are to prevent and mitigate the risk of fire at an event. Depending on the scale and nature of your event you may choose to provide a nominated fire warden or fire marshal. This person would have two main responsibilities:

1. Take responsibility during the event for managing the fire risk, eg ensuring fire exits are free from obstruction
2. Know and implement the fire procedure in an emergency

It is mandatory for all Christian Aid staff to complete online fire safety training as part of their induction to the organisation. This would enable them to perform the role of fire warden at any given event.

Do the organisers need to be cleared to work with children or vulnerable adults?

Any Christian Aid **representative** who will have unsupervised contact with children, young people or **adults at risk** must undergo a formal check for previous convictions.

Where children, young people or adults at risk are likely to be participants at your event, include control measures within the risk assessment to prevent unsupervised contact. For example, you can require that parents or carers remain present.

If your event involves unsupervised contact with children or adults at risk, or you are unable to fully control the risk that unsupervised contact may occur, contact your regional office for advice.

Useful Definitions

- **Adults at risk** are defined as those over the age of 18 who have disabilities (either mental or physical) that put them in a position of vulnerability.
- **Representatives** are defined as employees of Christian Aid, volunteers and independent contractors (consultants).

Christian Aid Emergency Procedures at Events Checklist

Key issues	Key questions	Your plans and procedures
Last-minute cancellation	<ul style="list-style-type: none"> Do you have a way of contacting participants to notify them of any last-minute cancellations eg due to bad weather? 	
Fire (indoor event)	<ul style="list-style-type: none"> Fire alarms: is there a smash panel or other way of raising the alarm? Emergency exits: do you know where they are, have they got adequate signage and will they be kept free from obstruction? Evacuation procedure: what should people do in the event of a fire? Is firefighting equipment available and who can use it? Will a fire warden be available? Are there likely to be people at your event who may need additional assistance to evacuate eg people with a disability, those with limited mobility and children? How will you assist them? 	
Serious incident	<ul style="list-style-type: none"> Will a first aid kit be available? Will a qualified first aider be on site, and how can they be contacted? Will you have key volunteers available to shut down some of or the entire event if necessary? How will you communicate with non-injured people and ensure that they are away from immediate danger? 	
Contacting the emergency services	<ul style="list-style-type: none"> Do you have sufficient information about your location in case you need to make an emergency call? Do you have a reliable and accessible means of contacting the emergency services? Do the emergency services have easy access to the event site? Have you assigned a particular person to make an emergency call if necessary, communicate with the emergency services and guide them on to the site? 	
Reporting incidents	<ul style="list-style-type: none"> Who should participants at the event report an incident to? Are reporting forms available to record key information about the incident? These can be provided by your Christian Aid Regional Office. 	

Once you have completed this form, please send it directly to your regional office for a Christian Aid staff member to authorise (find yours by visiting caid.org.uk/regions or email events@christian-aid.org)

Please note, you will not be able to use Christian Aid's Public Liability Insurance without submitting this document.

Part 3: Health and Safety Brief

It is likely that you will have a team of staff or volunteers to help you run your event, in addition to the participants that will be attending. Neither of these groups is likely to need to know all the detail of the event risk assessment or the emergency procedures (although these should also be made available on request). **However, you will need to make sure that the most important Health and Safety information is communicated clearly and effectively.** The template below is designed to help you work out what you need to say to whom.

Rows 1-3 **must** be part of your main Health and Safety brief. Copy and paste any key messages you want to get across from either your emergency procedures or risk assessment. Keep them as simple as possible.

Rows 4 onwards are for the most significant hazards identified on your risk assessment. The key messages should capture the control measures to be implemented during the event. You do not need to complete all the rows.

When giving your Health and Safety brief, please make sure that people can hear you and have the opportunity to seek clarification and ask questions. You can double check that people have understood the most important points by asking them to repeat back to you (if appropriate).

At low-risk events like a coffee morning, Health and Safety briefing information can be given to event participants less formally, for example through signage about hot water or servers reminding people to take care when the drinks are served. In all situations, the aim is to communicate in the most effective way possible and not to bamboozle people with too much information.

Christian Aid Health & Safety Brief Checklist			
Key Health and Safety areas	Key messages	Event staff & volunteers	Event participants
1. Fire		✓	X
2. Serious incident		✓	X
3. Contacting the emergency services		✓	X
4.			
5.			
6.			

Finally – please ensure that you carry a hard copy of all **three** of the documents in this guide with you on the day. All the very best for a successful and safe event!

Help and Advice: For help and additional information, example risk assessments for some of our most common events and information about our Public Liability Insurance please contact: events@christian-aid.org or call your local regional office. Find yours by visiting caid.org.uk/regions.

For general Health and Safety advice contact www.hse.gov.uk. If you are in the Republic of Ireland, your activity must comply with the Safety, Health and Welfare Act 2005 available at www.hsa.ie.

Christian Aid staff can also contact the Head of Facilities or Health & Safety Committee.

